



# VACATION RENTAL APPEAL FORM

## Application & Submittal Requirements

Community Development Department

Office of the City Clerk

### GENERAL INFORMATION

Any person may appeal an Administrative Decision of the Planning Division or an action by the Planning Commission. This appeal form, an appeal letter, and the fee must be filed within 10 calendar days following the date of the action being appealed. Locate the column with the type of action to be appealed to determine appropriate hearing body and filing location.

	Administrative Decision (staff-level permits)	Planning Commission Action
<b>Hearing Body:</b>	Planning Commission	City Council
<b>Filing Location:</b>	<i>Community Services Building Planning Division 1600 First Street 707.257.9530</i>	<i>City Hall Office of the City Clerk 955 School Street 707.257.9503</i>

### APPEAL APPLICATION

#### 1 APPELLANT INFORMATION

NAME / GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

#### 2 APPEAL LETTER REQUIREMENTS

Attach a letter that includes the following four items:

- A. The specific action objected to;
- B. The action you request the decision-making body to take;
- C. The reason for the appeal; and
- D. Your name, address, and telephone number (or contact person if you are representing a group).

#### 3 FILING FEE

\$100.00. Checks payable to City of Napa.

#### FOR CITY USE ONLY

RECEIVED BY: \_\_\_\_\_ NOTES: \_\_\_\_\_

FORWARDED TO: \_\_\_\_\_